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MAKING OPPORTUNITIES KNOCK ON YOUR DOOR



Marketing Executives

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Receptionist

Engineers

H.R. Executives

Wanted Accounts/Administrative Assistant

Wanted an Accounts/Administrative Assistant for a subsidiary of a reputed shipping company engaged in the export of waste paper. Should possess suitable qualifications and experience in book keeping. Computer literacy is a must. Proficiency in all three languages will be a distinct advantage. Possession of a valid riding / driving licence would be preferable.

Salary negotiable with fringe benefits. Age between 30-50 years. Prefer from Wattala Handala area. Please apply before 10th August 2008 with qualifications, experience and contact numbers.

Box No. STM 10583 C/o Sunday Times
P.O Box 644
Colombo.

IMMEDIATE VACANCY

Assistant Trainer for Personal Skills and Management Development

Criteria

- A passion for developing and motivating others
- Excellent Communication & Presentation skills
- New age Ideology
- Creative thinker
- Good Oratory skills
- Hard but smart worker
- Between 25 - 35 years of age
- Fluent in English and Sinhala


Qualifications:

A degree in Business Administration or Economics or any other qualification equivalent to a degree OR relevant to training and development.

078 66 22 547 6pm to 8pm on week days

www.sundaytimes.lk

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APPOINTMENTS

Apply 1st

TELEMARKETING EXECUTIVES

Vacancies exist for Self Motivated, Result Oriented and Dedicated Young Ladies, Excellent starting Wage + Bonuses and working Environment.

PLEASE CONTACT US.
An Excellent Knowledge of English is a Must!

Please call for an Appointment on
0714 347 488
0714 347 484

A.D.S. LIMITED
No. 25, 3rd Floor, Mile Post Avenue Colombo 03.

PARLIAMENT OF SRI LANKA
Posts of Consultant

Capacity Building Project of two Oversight Committees (COFA & COPE)

Applications are invited by the Secretary-General of Parliament from candidates who possess the under mentioned qualifications for the posts of Consultant of the above project.

General Conditions,

1. Applicants, (i) should be citizens of Sri Lanka, (ii) should be in good health and physically fit to shoulder the responsibilities
2. The posts are temporary and the appointments are on contract basis for two (2) years.
3. **Age limit**
The applicants should be below 40 years of age.
4. **Salary**
The salary will be Rs. 75,000/- per month. (All inclusive)

Method of application

Candidates are requested to prepare the applications including Educational and Professional Qualifications, Date of Birth, Previous Employment particulars, Past Experience etc. The applications should be sent under engalined cover to the Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayawardenapura, Kotte on or before 04.08.2008. The name of the post applied should be written on the top left-hand corner of the registered cover.

Duties and Responsibilities:

Specifically the incumbent should:

- Provide on the job training to the existing Committee Secretariat staff in assessing audit reports, preparing agendas and sending materials for Committee meetings, arranging for witness procedures and preparing press releases.
- Prepare a manual that documents the work of the secretariat in support of Parliamentary Oversight Committees.
- Provide a work program for the project, and submit proposals to enhance the efficiency and effectiveness of the Oversight Committees.
- Have familiarity with administration and financial reports and accounts of Public Sector and Corporate Sector Agencies.
- Carry out performance evaluation and prepare performance reports
- Assist the Committees in the review of performance and identifying priority areas
- Prepare reports and provide advice to the Chairman and Members of the Committees for effective deliberations. (Committee on Public Accounts & Committee on Public Borrowings)
- Have coordination and communication with public sector agencies through the Committee Secretariat
- Prepare draft reports on the Committee findings and recommendations.
- Take follow up actions
- Be able to do all correspondence independently.

Required Qualifications

(A) Applicants should be professionally qualified in Accountancy.
(B) Qualifications in the field of Management, Law or Economics will be an added qualification.
(C) Excellent command in English and Sinhala/Tamil.

Professional Competencies

- Computer Literacy
- Ability to read, analyse, understand and interpret administrative and financial reports of Public Sector Agencies.
- Analytical and numerical skills
- Communication skills

Secretary - General of Parliament.

EAST SUSSEX HOSPITALS NHS TRUST provides a comprehensive range of general acute hospital services from two main district general hospitals, the Conquest Hospital in Hastings and the District General Hospital in Eastbourne, which serves a population of approximately 600,000. We employ around 6,000 staff and offer an excellent range of staff services.

Department of Child Health
Department of Paediatrics
East Sussex
South Coast of England

Specialty Doctor 10 + 2 sessions

Applications are invited for Specialty Doctors to work in general Paediatrics and Neonates at East Sussex Hospitals (DGH Eastbourne and Conquest at Hastings). The successful candidate will integrate into the middle grade tier of doctors providing cover for the General Paediatric ward, Special care baby unit, labour ward, obstetric theatre and neonatal ward, participating in a 1:1 full shift rota. The post holder will be expected to do two clinics with the consultants per week. Applicants should have experience in neonatal resuscitation and stabilization of all neonates. Full GMC registration is required for this post.

The Paediatric team is led by 5 acute and 2 community consultants. The 5 acute consultants provide a Consultant of the week rota ensuring 24-hour consultant cover at all times. There is a regular teaching programme every week and regular training on neonatal skills. Post holder will be expected to participate in the teaching programme. The post holder will have an allocated clinical supervisor and there will be scope to develop a sub-specialty interest. The postgraduate training offer is comprehensive programme with regular meetings every week. The library has access to local and national networks offering a wide variety of materials and publications.

Both Eastbourne and Hastings are situated in the South coast of England with coastline and countryside on the doorstep. They are within easy reach London and there is an easy access to Europe. For further information, please contact Dr G. Gopalakrishnan, Consultant 01323 413711.

Non UK/EEA applicants should ensure that they are aware of recent changes to the immigration rules for Postgraduate Doctors and Dentists. For further information on how this may affect your application please visit www.homeoffice.gov.uk or contact the Home Office's Immigration and Nationality Enquiry Bureau on Tel: 0670 606 7786 or by email indpublicenquiries@ind.homeoffice.gov.uk.

Applications by covering letter and CV with the name and address of two referees to Medical HR, East Sussex Hospitals NHS Trust, Eastbourne District General Hospital, Kings Drive, Eastbourne, East Sussex, BN21 2UD. Tel No: 01323 435739. Alternatively, email your CV to phyllis.hodgson@esht.nhs.uk

A copy of the response may be forwarded to *Chairman Sri Lanka Foreign Employment Agency, *100 Nawala Road, Narahenpita, Colombo 05 Sri Lanka.


Closing date: 01 August 2008.

The Trust is committed to equality of opportunity. Job shares are considered for all positions.


East Sussex Hospitals NHS Trust
www.esht.nhs.uk

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Bank of the Year 2008
Sri Lanka



Gold Award Winner



EXCELLENCE IN RETAIL FINANCIAL SERVICES AWARDS 2008

HNB is acknowledged as a leading private sector commercial bank and was named the **Best Retail Bank in Sri Lanka** by **The Asian Banker Magazine**. The hallmark of the Bank's success has been its capability to cater to the financial needs of all sectors and sections of the economy through its wide range of products and services. Integral to this success is the Bank's constant emphasis on adherence to professional management principles. The Bank wishes to augment its management team with the recruitment of a young professional to strengthen its Internal Audit Department.

POST OF ASSISTANT MANAGER - AUDIT

KEY RESPONSIBILITIES

The job entails:

- ✓ Excellent analytical capability of reviewing Management Information and Financial Statements
- ✓ Ability to carry out audits of specialized departments
- ✓ The adoption of best international and local practices in auditing, with special reference to financial statements and accounting standards

PROFESSIONAL QUALIFICATIONS

The aspiring candidate should possess:

Full membership of the Institute of Chartered Accountants of Sri Lanka **OR** Chartered Institute of Management Accountants [UK] **OR** Associate Certified Chartered Accountants [UK] **OR** any other equivalent accounting body. Preference will be given to those holding qualifications in Internal Audit such as CIA [Certified Internal Auditor].

AGE
Below 35 years

THE POSITION WILL DEMAND

- ✓ The ability to work under pressure to meet deadlines
- ✓ Excellent leadership skills
- ✓ Strong oral and written communication skills

EXPERIENCE

- ✓ A minimum of three years' experience in a reputed organization, in a similar capacity

REMUNERATION

An attractive remuneration package inclusive of a range of fringe benefits is on offer to the right candidate.

Those who meet the above-mentioned criteria may submit their details together with names of two non-related referees by 30th July 2008. All applications should be strictly routed via www.topjobs.lk/hnb using the prescribed format provided therefore. Any additional information may be submitted by way of an attachment.

HNB
Your Partner in Progress